



Carbon Reduction Plan

Supplier name:
Publication date:

Capita Business Services Ltd
04/11/2025

Commitment to achieving Net Zero
Capita Business Services Ltd
Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured

Baseline Year: 2019
Additional Details relating to the Baseline Emissions calculations
None

Baseline year emissions : 2019	
EMISSIONS	TOTAL Tonnes CO2e
Scope 1	7,224
Scope 2 Market Based	10,535
Scope 3	
Business travel	11,743
Upstream transportation and distribution	1,102
Downstream transportation and distribution	9,640
Commuting	2,723
Waste generated in operations	22
Total Scope 3	25,230
Total Emissions	42,989

Reporting Year: 2023	
EMISSIONS	TOTAL Tonnes CO2e
Scope 1	6,194
Scope 2 Market Based	1,797
Scope 3	0
Business travel	3,425
Upstream transportation and distribution	20,192
Downstream transportation and distribution	6,907
Commuting	4,686
Waste generated in operations	112
Total Scope 3	35,322
Total Emissions	43,312

Current Emissions Reporting : 2024	
EMISSIONS	TOTAL Tonnes CO2e
Scope 1	2,405
Scope 2 Market Based	1,903
Scope 3	0
Business travel	2,407
Upstream transportation and distribution	6,698
Downstream transportation and distribution	10,383
Commuting	2,603
Waste generated in operations	35
Total Scope 3	22,126
Total Emissions	26,434

Emissions reduction targets

Our targets are approved by the Science Based Target initiative.

Overall Net Zero Target
Capita PLC commits to reach net-zero greenhouse gas emissions across the value chain by 2045.

Near Term Targets
Capita PLC commits to reduce absolute scope 1 and 2 GHG emissions 46.2% by 2030 from a 2019 base year.
Capita PLC also commits to reduce absolute scope 3 GHG emissions from business travel 46.2% within the same timeframe.

Capita PLC further commits that 50% of its suppliers by spend covering purchased goods and services, capital goods, and upstream transportation and distribution will have science based targets by 2025.

Long Term Targets
Capita PLC commits to reduce absolute scope 1 and 2 GHG emissions 90% by 2045 from a 2019 base year.
Capita PLC also commits to reduce absolute scope 3 GHG emissions 90% within the same timeframe.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equates to a 54% reduction against the 2019 baseline and the measures will be in effect when performing the contract which is:-

Consolidation of our property estate to ensure it is the right size for our business
Energy efficiency review calls for our most energy intensive properties
Procurement of 100% renewable electricity, or engagement with landlords where they are responsible
Decarbonisation of heating systems on long term leases
Use of digital first collaboration tools
Only hybrid or fully electric cars available for car fleet
Consultation with clients on feasibility of electric vehicles for operational fleet
Investment in supplier management platform to increase visibility and accuracy of supplier emissions data
Responsible AI procurement
Explore opportunities for use of circular economy with clients

Emission reduction from initiatives in tonnes of TCO2e 30,521

Future Carbon Reduction Initiative

In the future we hope to implement further measures such as:
Change of short term leases to EPC B or above upon termination of lease
Prioritised supplier engagement
Prioritisation of public transport for short journeys

Declaration and Sign Off

The Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standard for Carbon Reduction Plans.
Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard^[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting^[2].
Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard^[3].
This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier: Capita Business Services Ltd
Name and Job Title: Richard Holroyd CEO CPS
Date: 05/11/2025

[1] <https://ghgprotocol.org/corporate-standard>

[2] <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

[3] <https://ghgprotocol.org/standards/scope-3-standard>